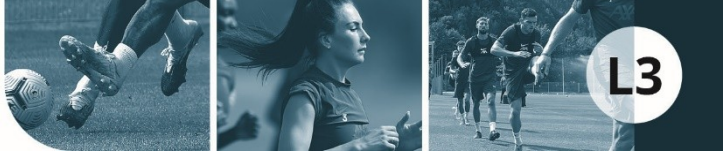
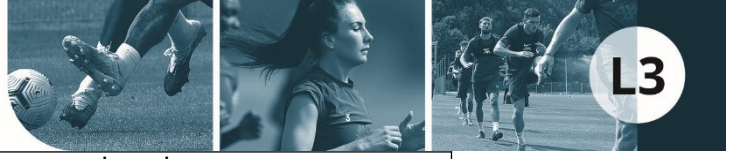


BTEC Assignment Brief

Qualification	BTEC International Level 3 Diploma in Sports Facilities Operations and Management BTEC International Level 3 Extended Diploma in Sport Facilities Operations and Management
Unit number and title	**Unit 18: Sport and Leisure Facilities Management**
Learning aims	B: Examine the management of health and safety in the sport and active leisure environment C: Examine the requirements for safeguarding children and vulnerable adults in the sport and active leisure environment
Assignment title	Ensuring effective health, safety and safeguarding in the sport and active leisure environment
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have been work shadowing the Manager of a Leisure Club. They can see how motivated you are to work in this sector and want to give you some real tasks to show you the responsibilities of a leisure club Manager. You are going to create a report for them which summarises the importance of health and safety in their facility. This should also include consideration for safeguarding principles.

Task 1	Create a report that considers health and safety and safeguarding in the sport and active leisure environment. You should relate all examples to sport and active leisure with your research and answers based on case studies containing actual data and information from specific active leisure organisations, such as local government sport/leisure centres. In the report you should discuss; • **The Managers health and safety responsibilities** – Assess the legal responsibilities and consider how the roles, responsibilities and decisions made by a manager are influenced by the specific requirements and challenges of the context in which they work, or by external factors. • **The managers response to emergencies** - explain specific emergency situations and match the most relevant or important responsibilities that the manager may have for responding or reporting in these instances. You should also consider the legal requirements. Identify the

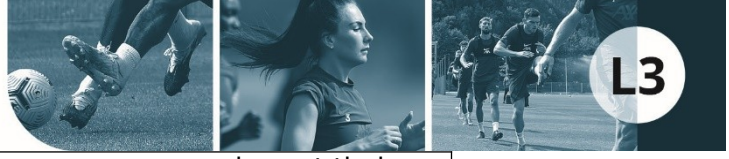


role that the manager plays in an emergency, for example, co-ordinating the emergency. Arrive at conclusions that are supported with the use of well-considered examples.

- **Appropriate procedures for reporting and recording incidents –** discuss the legislation regarding the reporting of injuries, diseases and dangerous occurrences. Assess the procedures that sport and active leisure organisations must follow in relation to the reporting and recording of emergencies or other health and safety incidents. Explain the importance of reporting and recording procedures and the implications to organisations of not adhering to these.
- **Legal safeguarding requirements** - consider the role that a sport and active leisure manager plays in ensuring that safeguarding concerns over children and vulnerable adults are responded to appropriately, including current legislation. Assess examples of the relevant legislation and explore the organisation's policies and procedures that are drawn up in response to this.
- **The Managers safeguarding requirements** - discuss the types of safeguarding risks that may occur in the sport and active leisure4 environment. Explain the responsibilities that the facility manager has before, during and after any suspected safeguarding concern, for example, creating policies and procedures, training staff or referral to appropriate agencies. Provide conclusions, supported by specific examples of what the manager's role is at each stage of safeguarding.
- **Overall managerial responsibilities in relation to health, safety and safeguarding** – summarise your report by evaluating the managers role in planning, monitoring and improving the health and safety of their facility. Use specific examples to highlight the importance of the managers role and the potential impact they could have on the safe operation of the facility.

Criteria covered by this task:

Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
B.P3	Discuss the health and safety responsibilities of a manager in the sport and active leisure environment, giving examples.
B.P4	Explain a sport and active leisure manager's role in planning and co-ordinating emergency operating procedures, giving examples.
B.P5	Discuss the reporting and recording procedures that must be followed in the event of an emergency or other health and safety incident.
C.P6	Discuss the legal requirements that cover the safeguarding of children and vulnerable adults in a sport and active leisure environment.



C.P7	Explain how a sport and active leisure manager carries out their responsibilities for safeguarding children and vulnerable adults.
B.M3	Assess a sport and active leisure manager's role and responsibilities when dealing with health and safety incidents and emergencies, giving examples.
C.M4	Assess the role of a sport and active leisure manager in responding to safeguarding concerns.
B.D2	Evaluate the role, responsibilities and decisions made by sport and active leisure managers in planning, monitoring and improving the health and safety of their facility, giving examples.
Checklist of evidence required	Report
Other assessment materials attached to this brief	